

Closing Checklist

Use this checklist for Closing the Polls

- _____ Turn off the machine with #2 Key
- _____ Read vote totals from dials at the back of the machine.
- _____ Record vote totals on the Canvass Sheet and Tally Sheet
- _____ Cut the paper roll if date line is not visible and place in paper roll return envelope
- _____ Tally write-in votes
- _____ Replace the handicap crank
- _____ Sign Closing Polls section of the Canvass Sheet
- _____ Seal the poll ledger
- _____ Take down signs; bring flag inside
- _____ Re-Pack; separate Orange Dot items from other supplies
- _____ Place machine keys in orange dotted return key envelope
- _____ Secure seal in entrance button
- _____ Return ORANGE DOT items to designated location